



City of Lemon Grove

Invites Applications for:

ACCOUNTING ANALYST

\$4,901.23 - \$7,077.96 per month

THE POSITION:

Under general supervision, an Accounting Analyst performs responsible accounting and auditing work, bank reconciliations, balance sheet reconciliations, budget analysis and maintains a complete set of financial records; and oversees accounts payable process. *There are currently two (2) vacancies in the Finance Department.*

Primary duties and responsibilities include, but are not limited to:

- Providing responsible staff assistance to the Finance Director.
- Overseeing accounts payable process.
- Performing responsible activities of the Finance Department including general accounting, purchasing, fixed assets, budget analysis, and employee benefit reconciliations.
- Providing back up support to payroll on an "as needed basis."
- Responding to inquiries and resolving issues regarding general ledger, accounts payable, cash receipting, and other accounting functions.
- Processing warrants; preparing annual 1099 statements; and preparing miscellaneous County, State and Federal reports.
- Monitoring daily cash flow; identifying and recommending required cash transfers to maintain proper cash balances;
- Reviewing and reconciling bank statements; reconciling asset and liability accounts.
- Performing general clerical duties as needed including data input, typing filing and record keeping.
- Performing other duties as assigned.

MINIMUM QUALIFICATIONS:

This position requires a Bachelor's degree from an accredited college or university with major course work in accounting, business or public administration or a closely related field; five (5) years of increasingly responsible accounting experience, preferably in a municipal or government environment; and possession of a valid Class C California driver's license.

The ideal candidate will be able to: exercise good judgment and prioritize daily functions as well as preparing clear and concise administrative and financial reports. Additionally, he/she must possess the ability to remain confidential at all times.

COMPENSATION & BENEFITS:

- **\$58,814.73 - \$84,935.52 per year, DOQ;**
- 4-Day work-week (closed every Friday);
- Two (2) weeks of paid vacation per year with increases based on length of service;
- Eleven (11) holidays, plus one (1) floating holiday;
- Twelve (12) sick days per year;
- 25 hours of Executive Leave at the start of each fiscal year;
- Long Term Disability – after 90 days of disability, a LTD plan provides a 60% disability income benefit;
- Life Insurance - \$50,000 life insurance coverage; AD & D - \$50,000 coverage;
- Retirement – California Public Employee's Retirement System (PERS) 2% @ 60 or 2% @ 62 formula based upon successful candidate's PERS status. The City does not participate in Social Security, both the City and employee contribute 1.45% to Medicare;
- Health Insurance – The City provides employees with a \$1,000 monthly contribution for medical, dental, and vision insurance for themselves and their dependents; and
- Other Benefits – 457 deferred compensation plan. Employee Assistance Program (EAP) and direct deposit are also available.

WORKING CONDITIONS

Physical Conditions: Incumbents are required to stand or sit for prolonged periods of time; occasionally stop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull light to moderate amounts of weight.

Work Environment: Incumbents are required to work in a standard office environment with extensive public contact and frequent interruptions.

CLOSING DATE/APPLICATION PROCEDURE:

A City application must be filed/submitted to the Human Resources Department at 3232 Main Street, Lemon Grove, CA 91945 by **5:00 p.m., Thursday, May 11, 2023.** Postmarks are not accepted. Candidates are requested to provide thorough yet concise information on their experience and education, which relates to the position.

City applications will be evaluated and candidates meeting the minimum qualifications will be invited to participate in the selection process, which may consist of a written examination and/or oral interviews to be held in the City of Lemon Grove. A tentative schedule of the selection process is:

- May 18, 2023 – Selected applicants will be notified to interview.
- June 1, 2023 – Panel interview with practical written exercise and/or oral presentation.
- June 6, 2023 – Second panel interview (if needed).
- Through the week of June 12th – Background (Reference) Check & Medical Examination.
- June 28th – First available start date.

CITY OF LEMON GROVE
ACCOUNTING ANALYST *(Continued)*

A City application is available on the City's Website: www.lemongrove.ca.gov.

Note: Prospective employees will undergo and must successfully pass, a background reference check (including fingerprinting) and a medical examination, which will include a drug screen. All new employees must verify identity and entitlement to work in the United States by providing documentation required by the Immigration & Control Act of 1986. Additionally, successful applicants may be subject to random drug and alcohol testing in accordance with Federal regulations.

Candidates who require a reasonable accommodation in the selection process are required to submit their request in writing specifying their need(s) with their application materials.

If you have any questions regarding this position, please contact Roberto Hidalgo, Human Resources Manager at rhidalgo@lemongrove.ca.gov or at 619-825-3848.

04/10/23

The City of Lemon Grove is an EEO/AA/ADA employer.
The provisions of this bulletin do not constitute an expressed or implied contract and
any provision may be modified or revoked without notice.